

ADMINISTRATIVE - INTERNAL USE ONLY

EYES ONLY

ORD-493-80

10 April 1980

MEMORANDUM FOR: ORD Career Service Panel

25X1

FROM : [redacted]
Chief, Contracts Staff, ORD

SUBJECT : ^{25X1} Recommendation for Promotion -
[redacted] GS-06 to GS-07

25X1

1. It is recommended that [redacted] be promoted
from a GS-⁰⁶_{25X1} to a GS-07.

2. [redacted] is a Secretary-Stenographer serving
in an approved GS-07 Secretary-Stenographer position for
which she is fully qualified. [redacted] is a former
Agency employee, having served in a variety of assignments
including overseas duty. She reentered on duty with the
Agency on 9 January 1979.

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3. [redacted] has progressed from the junior
clerical position to the senior secretarial position,
responsible for all clerical activities for the Staff.
In this capacity, she is responsible for clerical office
management, supervision of secretarial personnel, document
flow and control, and work priorities. She is a self
starter who has quickly assimilated the myriad details,
procedures and language peculiar to industrial contracts.

4. In her capacity as Secretary-Stenographer, her
performance is characterized by extraordinary proficiency.
Her job related knowledge, skill and ability is highly
developed. As a supervisor of the Clerk-Typist, she
demonstrates firm leadership and is an excellent, patient
and persevering instructor.

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Approved

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GS-06 to GS-07

5. It is a tribute to her ability and initiative that this Staff was enabled to complete a record number of fourth quarter actions during the period July through September. She has worked considerable overtime hours, both evenings and Saturdays, in order to keep our ever increasing workload current. Moreover, for a period of two months, November 1979 to January 1980, the Clerk-Typist position was vacant, throwing the entire secretarial and clerical workload on [redacted] is innovative; she thinks about the various tasks she performs, rather than doing everything mechanically. As a result, some procedures have been modified or discontinued resulting in improved document control, producing more lucid reports and eliminating the superfluous copies of internal correspondence. All of this has resulted in greater efficiency in the flow of contract work.

6. I strongly recommend that formal recognition of her performance be made to [redacted] in the form of a promotion.

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[redacted]

APPROVAL FOR THE ORD CAREER SERVICE PANEL:

25X1

[redacted] Chairman, CSP/ORD

[redacted] Date

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CS/ORD/DDS&T [redacted] :ats, [redacted]

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